

DEQ Land and Water Management Division Wetland Program Information Services

	Information Request	Wetland Identification	Pre-application Meeting
Description	Response to request for general information regarding permit process or cursory review of an application upon submittal for completeness. May be in person, or via phone, mail, or e-mail. Staff may answer simple questions about a particular project or location.	Process for responding to a request by landowner to determine whether wetlands are present on a particular site or to confirm wetland boundaries on that site. This request may or may not be associated with a permit application.	Process for reviewing a proposed project prior to submittal of a full application, at the request of the landowner or anticipated permit applicant, in order to facilitate preparation of an acceptable proposal and expedite permit processing. This meeting may be held in a district office or on site, but does not include a determination of wetland boundaries.
Staff	Any knowledgeable staff, including support staff, in LWMD, ESSD, or Executive Office.	LWMD staff trained in evaluating wetland conditions and boundaries.	LWMD program staff. LWMD management and/or the Executive Office may also attend.
Outcome	Staff may answer general questions and provide verbal description of regulatory process, refer individual to DEQ website or to field offices for additional information, and/or provide printed materials including permit application forms.	Depending upon the level of identification requested, staff will provide existing mapped information for the site, identify wetland and non-wetland areas, or confirm a wetland boundary. A report provided to the landowner will define regulatory requirements. These findings are binding on the Department for 3 years.	Staff review project in its entirety and, if possible, based on a site review make a written determination of regulatory requirements. This determination is binding on the Department for 2 years. Staff notify the applicant regarding the known presence of sensitive resources and identify regulatory issues such as alternatives, public interest review, resource impacts, and mitigation.
Permanent Record	None (other than routine phone log).	A record of evaluation at this site is maintained and tracked in the Wetland Identification Program database.	A record of the proposed project is established in CIWPIS (permit tracking database). This will become the permit file when an application is submitted.
Fee Charged	None.	<ul style="list-style-type: none"> • Identification of wetland areas on a site: \$500 for one acre or less plus \$250 for each additional acre. Maximum 5 acres. • Review and confirmation of flagged wetland boundaries: \$500 for one acre or less plus \$50 for each additional acre of wetland and \$20 for each additional acre of upland. No acreage limit. 	<ul style="list-style-type: none"> • Single family residence on lot less than 1 acre: <ul style="list-style-type: none"> - no fee for in-office meeting - \$100 for on-site meeting. • Other in-office meetings: \$150 • Other on-site meetings: \$250 for one acre or less plus \$50 for each additional acre to a maximum of \$1000.

January 3, 2007